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## INTRODUCTION:

Occasionally there may be an instance when the Funds Allocation Report did not accurately reflect the deposit amount or allocation, and was not caught prior to running the Single Action Invoice process. Making a correction for this is referred to as a Post Far Adjustment. There are 2 basic types of Post FAR Adjustments that may be needed. The format of the Bill Lines will determine the type of adjustment made.

1. Use Scenario 1 – JDP (Adjustment Deposit): To adjust the Deposit Revenue amount as a Post-Z Adjustment. (Either Reduce or Increase the Revenue for **Cash or Checks payments only**).
2. Use Scenario 2 – JAD (Adjustment Other):
  - a. To move the Revenue from one Charge Code to another Charge Code as a Post-Z Adjustment,
  - b. Or when the amount correction is for a Credit Card or STARS payment method.

## Scenario 1: Post FAR Adjustment Process to Reduce/Increase Revenue

**Scenario:** *The deposit has already been sent to bank and the FAR Report completed. It was then discovered that the amount of the deposit did not equal the FAR Report. The FAR Report needs to be adjusted to reflect the actual amount of the deposit.*

**NOTE:** *The below example is for increasing revenue. Should you need to decrease revenue, where the instructions indicate to enter a **Positive** amount, enter the amount as a **Negative** amount.*



## STEP 1: Create a new Bill

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
  - a. Click the **Add a New Value** tab to create a new Bill.
  - b. Complete all fields with the following:
    - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
    - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
    - iii. **Bill Type Identifier:** Enter or select JDP – Adjustment- Deposit Amount.
    - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
    - v. **Customer:** “JUD##”, Same as the Business Unit.
    - vi. **Invoice Date:** enter current date.
    - vii. **Accounting Date:** enter current date.
  - c. Click the **Add** button.

Find an Existing Value   Add a New Value

Business Unit: JUD02

Invoice: NEXT

Bill Type Identifier: JDP

Bill Source: ONLINE

Customer: JUD02

Invoice Date: 03/27/2015

Accounting Date: 03/27/2015

Add

**NOTE:** Back dating of this process is only allowed if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a Post Far Adjustment on September 6<sup>th</sup> and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).



## OTC – Post FAR Adjustments

2. **Header – Info 1**, of the Bill detail page will display.
  - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
  - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1

Line - Info 1

Unit: JUD02

Invoice: NEXT

Pretax Amt: 0.00 USD

Status: NEW

Invoice Date: 03/27/2015

Cycle ID: DAILY

\*Type: JDP

Source: ONLINE

\*Frequency: Once

\*Customer: JUD02

SubCust1:

SubCust2:

Anne Arundel County Circuit Court

\*Invoice Form: NO\_PRINT

From Date:

To Date:

Accounting Date: 03/27/2015

Pay Terms: IMMED

Pay Method: Check

Remit To: BOA

Bank Account: 02

Sales: DEFAULT

Bill Inquiry Phone:

Credit: DEFAULT

Collector: DEFAULT

Biller: DEFAULT

Billing Authority: DEFAULT

Go to:

[Header Info 2](#)

[Address](#)

[Copy Address](#)

[Notes](#)

[Express Entry](#)

Page Series



## OTC – Post FAR Adjustments

3. The **Header – Note** tab will display.
  - a. Include the following information on your audit note:
    - i. Original Receipt Number (if known).
    - ii. Reason and any other information needed to explain the bill adjustment.
    - iii. Select the: *Header - Order Info* from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit: JUD02      Bill To: JUD02      Pretax Amt: 0.00 USD  
Invoice: NEXT      Anne Arundel County Circuit Court

[Customer Notes](#)

Bill Header Notes      Find | View All    First 1 of 1    Last

☐ Standard Note Flag      Std Note:

☐ Internal Only Flag      Note Type:

Note Text:

Check # 153 received 03/27/2015 was entered as 10.00 rather \$100.00 Receipt # 13022256

Go to:      [Header Info 2](#)      [Address](#)      [Copy Address](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)

Navigation: **Header - Note**

4. The **Header – Order Info** tab will display.
  - a. **Contract:** Enter the Original Receipt number, if known, (include all leading zeros).
  - b. **Case Number:** Enter number if associated to a case.
  - c. Click the *Line – Info 1* tab to add bill lines.

Header - Info 1 | **Header - Order Info** | Line - Info 1

Unit: JUD02      Bill To: JUD02      Pretax Amt: 90.00 USD  
Invoice: NEXT      Anne Arundel County Circuit Court

PO Ref:

**Contract:**

Contract Date:

Contract Type:

OM Bus Unit:

Freight Terms:


Ship Via:

**Case Number:**

PK Slip No:

Sold To:



5. The [Line –Info 1](#) page will display.
  - a. A new Bill line needs to be added for each Charge Code/**Identifier** – e.g. RCS-106) used on the original receipt.
  - b. Click the plus sign  on the right of the Bill Line to add each line needed.
  - c. Add the following information to each Credit line:
    - i. **Table:** Enter “ID”.
    - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
    - iii. **Gross Extended:** this is the amount of each item/charge code. All additional amounts should be entered in as a **positive** amount to increase the revenue.
    - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1    Line - Info 1

Unit: JUD02    Bill To: JUD02    Pretax Amt: 90.00 USD  
Invoice: NEXT    Anne Arundel County Circuit Court    Max Rows: 5

Bill Line

Identifier Look Up Date: 03/27/2015

Seq: 1    Line:    Net Extended: 90.00

Table: ID    Identifier: RCS-106    Description: LR Plat Copy

Quantity: 1.0000    From Date:    To Date:    Line Type: REV    ☒ Accumulate

Unit of Measure: EA    Tax Code:    ☐ Tax Exempt

Unit Price: 90.0000    Exempt Cert:    Gross Extended: 90.00

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 90.00

VAT Amount: 0.00






Tax Amount: 0.00

Net Plus Tax: 90.00

Go to: [Line Info 2](#)    [Tax](#)    [Accounting](#)    [Discount/Surcharge](#)


[Notes](#)    [Express Entry](#)

[Summary](#)    [Bill Search](#)    [Line Search](#)    Navigation: Line - Info 1    Page Series: Prev Next

 Save     Notify     Refresh     Add     Update/Display



## OTC – Post FAR Adjustments

- d. After all Charge Code lines are added, then click the plus sign  to add one last line for the BUS-Payment amount.
- This amount will be a **negative** amount and will be credited from CASH.  
(This should be the total amount of all debit Bill Lines.)
  - Table:** Enter "ID".
  - Identifier:** Enter BUS-PAYMENT".
  - Gross Extended:** enter amount as a negative (\$-) amount.
  - Confirm the **Pretax Amt:** is **\$0.00** USD. If so – the Bill is balanced.

Header - Info 1   Line - Info 1

Unit: JUD02   Bill To: JUD02   Pretax Amt: 0.00 USD  
Invoice: 0002980705   Anne Arundel County Circuit Court   Max Rows: 5

Bill Line

Identifier Look Up Date: 03/27/2015

Seq: 2   Line:   Net Extended: -90.00  
Table: ID   Identifier: BUS-PAYMENT   Description: Payment Received

Quantity: 1.0000   From Date:   To Date:   Line Type: MISC   ☒ Accumulate  
Unit of Measure: EA   Tax Code:   ☐ Tax Exempt  
Unit Price: -90.0000   Exempt Cert:  

Gross Extended: -90.00

Less Discount: 0.00  
Plus Surcharge: 0.00

Net Extended: -90.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: -90.00

Go to: [Line Info 2](#)   [Tax](#)   [Accounting](#)   [Discount/Surcharge](#)  
[Notes](#)   [Express Entry](#)  
[Summary](#)   [Bill Search](#)   [Line Search](#)

Navigation: Line - Info 1

Page Series: [Prev](#)   [Next](#)

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Display

- e. Click the **Refresh** button.
- f. Click the [Accounting](#) link to add the Accounting Distribution information.



6. The [Acctg – Rev Distribution](#) page will display.
  - a. Click the “View All” link to complete the Charge Code allocation for each bill line. (If you do not know the allocation strategy for the Charge Code, go to the ‘How to Look up a Charge Code’ chapter in the Index portion of the reference guide.)
  - b. On the [Acctg – Rev Distribution](#) page, add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
    - i. Code: Enter an ‘R’ to select the correct PCA+Object. (e.g., R520107503)
    - ii. Enter the corresponding allocation percent in the Percentage field, if applicable.
    - iii. Click the **Refresh** button. This will auto-fill all the Chartfield values except the **Dept** field.

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: JUD02      Bill To: JUD02      Pretax Amt: 0.00 USD      Max Rows: 5

Invoice: 0002980705      Anne Arundel County Circuit Court

Bill Line: Seq: 1      Line:      Net Extended: 90.00  
Identifier: RCS-106      Description: LR Plat Copy

BI Creates GL Acct Entries

Bill Line Distribution - Revenue      Personalize | Find | View All | First | 1 of 1 | Last

Acctg Information      Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R020105466	C02	02010	0001	5466	0201	A0200	AY2015		100.000

Percent: 100.00      Amount: 90.00      Gross Extended: 90.00





## OTC – Post FAR Adjustments

- iv. Enter **JDP** in the **Dept ID** box. This is the “Type” field you entered on the *Header – Info 1* page. Enter **JDP** in the “Dept” field for all bill lines with Line Type = “REV”.

**NOTE:** Once the Dept ID is entered in the Dept field the Revenue Code is removed.

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: JUD02      Bill To: JUD02      Pretax Amt: 0.00 USD      Max Rows: 5

Invoice: 0002980705      Anne Arundel County Circuit Court

Bill Line

Seq: 1      Line:      Net Extended: 90.00

Identifier: RCS-106      Description: LR Plat Copy

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information      Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
	C02	02010	0001	5466	0201	A0200	AY2015	JDP	100.000

Percent: 100.00      Amount: 90.00      Gross Extended: 90.00

Seq: 2      Line:      Net Extended: -90.00

Identifier: BUS-PAYMENT      Description: Payment Received

Bill Line Distribution - Revenue

Acctg Information      Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
BUS_PMT	C02		0001	2101					100.000

Percent: 100.00      Amount: -90.00      Gross Extended: -90.00

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)

[Notes](#)      [Express Entry](#)

[Summary](#)      [Bill Search](#)      [Line Search](#)      Navigation: Acctg - Rev Distribution

[Save](#)      [Return to Search](#)      [Previous in List](#)      [Next in List](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update/Display](#)

- c. The BUS-Payment allocation will be added by the system and does not need to be changed.
- d. Click the **Save** Button.



## STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. If not completed already, click the [Notes](#) link at the bottom of the page to add an Audit Note.
3. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: 0002980705 Pretax Amt: 0.00 USD

Status: **RDY** Invoice Date: 03/27/2015 Cycle ID: DAILY  
\*Type: JDP Source: ONLINE \*Frequency: Once  
\*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

\*Invoice Form: NO\_PRINT From Date: To Date:  
Accounting Date: 03/27/2015 Pay Terms: IMMED Pay Method: Check  
Remit To: BOA Bank Account: 02  
Sales: DEFAULT Bill Inquiry Phone:  
Credit: DEFAULT Collector: DEFAULT  
Biller: DEFAULT Billing Authority: DEFAULT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1

**Save** Return to Search Previous in List Next in List Notify Refresh

4. Click the **Save** button.
  - a. This will check the record for any format errors related to the accounting distribution.
  - b. If an error message is received, the Accounting information may be blank for one or all of your Bill Lines.
    - i. Error Message displayed may read as:

**Message**

Cannot SAVE with Bill Status as RDY. Revenue assignment to GL accounts on Bill Seq 1 not complete. (12500,321)

Before a bill's status can be changed to RDY, all bill lines must be assigned to revenue accounts for GL distribution. This requires the following: (1) the sum of the distribution amounts must equal the gross extended amount, and (2) if total percentage is tracked, it should be 100%, and (3) the percentage and amount on a distribution line must not be equal to 0. The system encountered a bill line that did not meet this criteria.

OK

- c. Return to the Bill Lines on the [Line – Info 1](#) page and revisit the [Accounting](#) link to modify any incorrect/incomplete information.



### STEP 3: Check Your Work!

1. Run the **AOC\_BILLING\_CORRECTION** query when you have multiple bills to ensure the Pre-Tax amount is \$0.00

**NAVIGATION:** Main Menu > Reporting Tools > Query > Query Viewer

2. Enter the **AOC\_BILLING\_CORRECTION** query name and click the **Search** button.
  - a. Click the [HTML](#) link and enter the query parameters:
    - i. **Business Unit:** Enter your JUD##, where ## is your 2-digit county code.
    - ii. **Acctg Date From:** Enter the Z-date.
    - iii. **Acctg Date To:** Enter the Z-date.
  - b. Click the **View Results** button.
    - i. This will show any bills that are not balanced so they can be fixed before proceeding.
    - ii. All bills should balance, if so, the results will read “No matching values were found.”
3. When all adjustments have been entered, proceed to Step 4 to finalize the entries and prepare them for posting to the GL.

### STEP 4: Run the Single Action Invoice Process


For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JDP (Deposit Amount) Adjustment.

**NAVIGATION:** Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The [Single Action Invoice](#) page will display.
  - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment\_Deposit”. You can then use this Run Control each time you process a JDP adjustment, by searching for it under the “Find an Existing Value” tab.

#### Single Action Invoice

The screenshot shows the 'Single Action Invoice' interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a text input field labeled 'Run Control ID:' containing the text 'JDP\_Adjustment\_Deposit'. At the bottom of the form is an 'Add' button.

2. The **Single Action Invoice** Run Control page will display.
  - a. Complete the following run control settings:
    - i. **Invoice Date Option:** “Processing Date” will default in.
    - ii. **Posting Action:** Enter “Batch Standard”.
    - iii. **Range Selection:** Enter “Bill Type”.
    - iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
    - v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JDP”.
    - vi. Click the **Save** button.
  - b. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
    - i. View the number bills in the blue bar to ensure all your JDP bills are included.
    - ii. Click the **Return** button to return to the **Single Action Invoice** run control page.

**NOTE:** If nothing is listed or the number of bills to process does not match what is expected then there is a problem. **STOP and call the helpdesk for assistance.**
  - c. Click the **Run** button.

Single Action Invoice
Print Options

---

Run Control ID: JDP\_Adjustment\_Deposit

[Report Manager](#) [Process Monitor](#) Run

Language: English Specified Language Recipient's Language

Selection Parameters Find | View All | First 1 of 1 Last

Seq Nbr: 1

**Invoice Date Option**

☒ Processing Date

☐ User Defined

**Posting Action**

☐ Do Not Post ☒ Batch Standard

**Range Selection**

☐ All  
☐ Bill Cycle  
☐ Date Bill Added  
☐ Range ID  
☐ Public Voucher Number

☐ Invoice ID  
☐ Cust ID  
☒ Bill Type  
☐ Bill Source

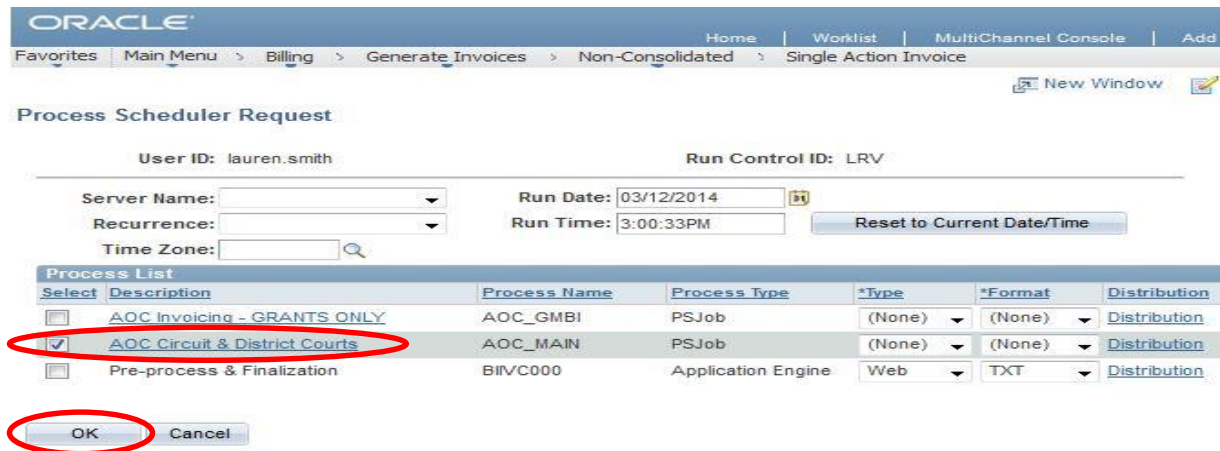
Business Unit: JUD02

Bill Type: JDP

Save
Notify

Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
  - a. Select the checkbox for the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
  - b. Click the **OK** button.



4. The [Single Action Invoice](#) Run Control page will display.
  - a. A Process Instance number will display under the “Run” button indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see that the [AOC MAIN](#) process is running.
  - NOTE:** This is a multi-part process and may take a few minutes to run.
  - b. Click the [AOC MAIN](#) process name link to see its sub-processes.
  - c. Click the **Refresh** button periodically until the status of all sub-processes reads “SUCCESS”.
    - i. Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
      1. Click the [Message Log](#) on the [BIIVC000](#) process to confirm completion and to make sure the correct number of bills were processed.
      2. Click the [View Log/Trace](#) link and open the **PDF** file on the [BILDAR01](#) process to confirm “0” bills were sent to AR.



**End of Process to Increase/Reduce the Revenue Amount.**

## Scenario 2: Post FAR Adjustment Process to Move Revenue from One Charge Code to another Charge Code as a Post-Z Adjustment

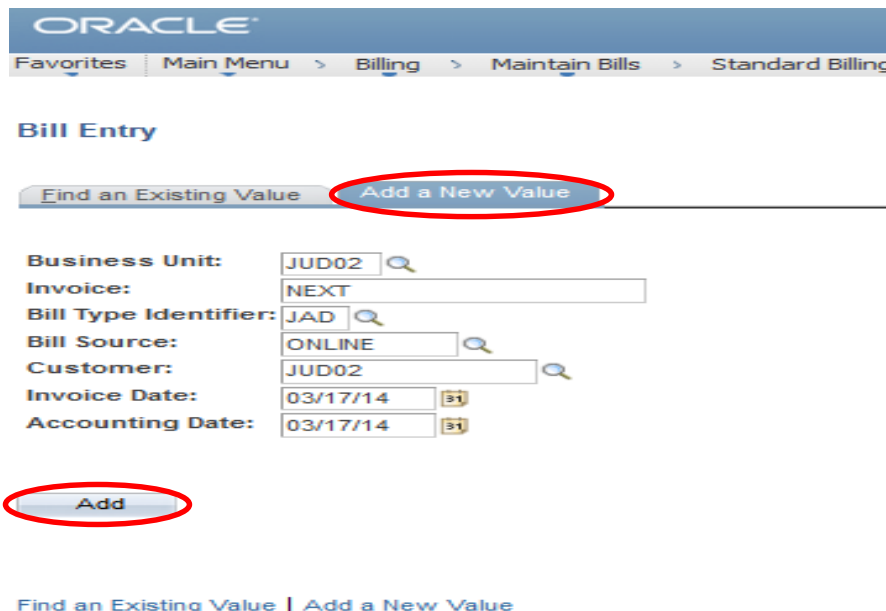
**Scenario:** The Charge Code on the Final FAR was found to be incorrect. Two bills lines will need to be added, one to credit the incorrect Charge Code and the second to add the new correct Charge Code. No BUS\_PAYMENT row will be needed. The JAD bill type should also be used when adjusting the revenue amount ONLY when the payment method was STARS or Credit Card.

**NOTE:** Before getting started gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy. If not in GEARS - proceed with the information gathered.

### STEP 1: Create a New Bill

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
  - a. Click the **Add a New Value** tab to create a new Bill.
  - b. Complete all fields with the following:
    - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
    - ii. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be assigned.
    - iii. **Bill Type Identifier:** Enter or select correct Adjustment Bill type as "JAD, JCR, etc".
    - iv. **Bill Source:** "ONLINE", since the bill is being entered online.
    - v. **Customer:** "JUD##", Same as the Business Unit.
    - vi. **Invoice Date:** is the current date.
    - vii. **Accounting Date:** is the current date.
  - c. Click the **Add** button.



ORACLE®

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

**Bill Entry**

Find an Existing Value | **Add a New Value**

Business Unit: JUD02

Invoice: NEXT

Bill Type Identifier: JAD

Bill Source: ONLINE

Customer: JUD02

Invoice Date: 03/17/14

Accounting Date: 03/17/14

**Add**

Find an Existing Value | Add a New Value



## OTC – Post FAR Adjustments

2. The default tab, **Header – Info 1**, of the Bill detail page will display.
  - a. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
  - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/17/2014 Cycle ID: DAILY

\*Type: JAD Source: ONLINE \*Frequency: Once

\*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

\*Invoice Form: NO\_PRINT From Date: To Date:

Accounting Date: 03/17/2014 Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 02

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Biller: DEFAULT Billing Authority: DEFAULT

Go to: Notes Header Info 2 Address Copy Address

Summary Bill Search Line Search Navigation: Header - Info 1 Page Series: Prev Next

3. The **Header – Note** tab will display.
  - a. Include the following information on your audit note:
    - i. Original Receipt Number (if known).
    - ii. Reason and any other information needed to explain the bill adjustment.
  - b. Select the: **Header - Order Info** option from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1 | Line - Info 1 | Header - Note

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD

Invoice: NEXT Anne Arundel County Circuit Court

Customer Notes

Bill Header Notes Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:

Note Text: To correct allocation for z-date 03/16/2014 where RCS-1118 was used rather than RCS-1182. Original receipt #13004589.

Go to: Notes Header Info 2 Express Entry Summary Bill Search Line Search Address Copy Address

Navigation: Header - Note



4. The **Header – Order Info** tab will display.
  - a. **Contract:** Enter the Original Receipt number exactly as it appears (include all leading zeros).
  - b. **Case Number:** Enter number if associated to a case.
  - c. Click the **Line – Info 1** tab to add bill lines.

Header - Info 1		Header - Order Info		Line - Info 1	
Unit:	JUD02	Bill To:	JUD02	Pretax Amt:	0.00 USD
Invoice:	NEXT	Anne Arundel County Circuit Court			
PO Ref:	<input type="text"/>	Freight Terms:	<input type="text"/>		
<b>Contract:</b>	<input type="text"/>	Ship Via:	<input type="text"/>		
Contract Date:	<input type="text"/>	<b>Case Number:</b>	<input type="text"/>		
Contract Type:	<input type="text"/>	PK Slip No:	<input type="text"/>		
OM Bus Unit:	<input type="text"/>	Sold To:	<input type="text"/>		
Order No:	<input type="text"/>	Sold Loc:	<input type="text"/>		
Order Date:	<input type="text"/>	Ship To:	<input type="text"/>		
Ship Bus Unit:	<input type="text"/>	Ship Loc:	<input type="text"/>		
Ship ID:	<input type="text"/>				
<hr/>					
Go to:	<a href="#">Header Info 2</a>	<a href="#">Address</a>	<a href="#">Copy Address</a>		
<a href="#">Notes</a>	<a href="#">Express Entry</a>				
<a href="#">Summary</a>	<a href="#">Bill Search</a>	<a href="#">Line Search</a>	Navigation:	Header - Order Info	





## OTC – Post FAR Adjustments

5. The [Line – Info 1](#) page will display.
  - a. A new Bill line will need to be added for the incorrect Charge Code/**Identifier** – (e.g. RCS-1181) used on the original transaction(s).
  - b. Add the following information to the Credit line:
    - i. **Table:** Enter “ID”.
    - ii. **Identifier:** This is the charge code. Use the look-up magnifying glass if necessary.
    - iii. **Gross Extended:** enter the amount of the charge code. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue.
    - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1

Line - Info 1

Unit: JUD02

Bill To: JUD02

Pretax Amt: -40.00 USD

Invoice: NEXT

Anne Arundel County Circuit Court

Max Rows: 5

Bill Line

Find | View All | First | 1 of 1 | Last

Identifier Look Up Date: 03/12/2014

Seq: 1

Line:

Net Extended: -40.00

Table: ID

Identifier: RCS-1181

Description: BL - Annapolis

Quantity: 1.0000

Unit of Measure: EA

Unit Price: -40.0000

Gross Extended: -40.00

From Date:

To Date:

Line Type: REV

Tax Code:

Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -40.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -40.00

Accumulate

Tax Exempt

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#)

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Navigation: Line - Info 1

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[Save](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)



## OTC – Post FAR Adjustments

- c. Add a new Bill line for the correct Charge Code/**Identifier** – (e.g. RCS-1182) that should have been used in the original transaction(s).
- d. Add the following information to each Credit line:
  - i. **Table:** Enter “ID”.
  - ii. **Identifier:** Enter the correct charge code. Use the look-up magnifying glass if necessary.
  - iii. **Gross Extended:** Enter amount. The amount will be a **positive** amount (\$+) and will be debited from the charge codes selected.
  - iv. Confirm the **Pretax Amt:** is \$0.00 USD. If so – the Bill is balanced.
- e. Click the **Refresh** button.
- f. Click the [Accounting](#) link to add the Accounting Distribution information.

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Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window | Help | Personalize Page | http

Header - Info 1 | Line - Info 1

Unit: JUD02 | Bill To: JUD02 | Pretax Amt: 0.00 USD  
Invoice: NEXT | Anne Arundel County Circuit Court | Max Rows: 5

Bill Line

Identifier Look Up Date: 03/17/2014

Seq: 2 | Line: | Net Extended: 40.00  
Table: ID | Identifier: RCS-1182 | Description: BL - County

Quantity: 1.0000 | From Date: | To Date: |  
Unit of Measure: EA | Line Type: REV | Accumulate  
Unit Price: 40.0000 | Tax Code: | Tax Exempt  
Gross Extended: 40.00 | Exempt Cert: |

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 40.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 40.00

Go to: Line Info 2 | Tax | Accounting | Discount/Surcharge  
Notes | Express Entry  
Summary | Bill Search | Line Search

Navigation: Line - Info 1 | Page Series: Prev Next

Save | Notify | Refresh | Add | Update/Display

Header - Info 1 | Line - Info 1



## OTC – Post FAR Adjustments

6. The **Acctg – Rev Distribution** page will display.
  - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
  - b. Add the Accounting Code(s) to the **Code** field for each Charge Code/**Identifier**: line using the magnifying glass.
    - i. Code format is: Revenue+PCA+Object. (e.g., R520107503)
  - c. Click the **Refresh** button. This will auto-populate all the Chartfield values except the **Dept** field.

**NOTE:** If the Charge Code has more than one Revenue Distribution Code, be sure to enter the percent or fixed amount for each row.

Bill Line Find | View 1 First 1-2 of 2 Last

Seq: 1 Line: Net Extended: -40.00  
Identifier: RCS-1181 Description: BL - Annapolis

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1-3 of 3 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R020105460	C02	02010	0001	5460	0201	A0200	AY2014		3.000
+ -	R020105466	C02	02010	0001	5466	0201	A0200	AY2014		5.000
+ -	R022709588	C02	02270	0702	9588	0227	A0227	AY2014		92.000

Percent: 100.00 Amount: -40.00 Gross Extended: -40.00

Seq: 2 Line: Net Extended: 40.00  
Identifier: RCS-1182 Description: BL - County

Bill Line Distribution - Revenue Personalize | Find | View All | First 1-3 of 3 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R020105460	C02	02010	0001	5460	0201	A0200	AY2014		3.000
+ -	R020105466	C02	02010	0001	5466	0201	A0200	AY2014		5.000
+ -	R022709588	C02	02270	0702	9588	0227	A0227	AY2014		92.000



## OTC – Post FAR Adjustments

- d. Enter the corresponding **Dept ID**. The 'Type' field you entered on the Header – Info 1 should be entered in the "Dept" field for all bill lines with Line Type = "REV".
- i. JAD = Adjustment – Other
  - ii. JBC = Adjustment – Bad Check
  - iii. JCR = Adjustment - Credit
  - iv. JCU = Adjustment – CCU
  - v. JPP = Adjustment – Parole & Probation
- e. Click the **Save** Button.

**NOTE:** Once the Dept ID is entered in the Dept field the Revenue Code is removed.

Bill Line

Seq: 1 Line: Net Extended: -40.00  
Identifier: RCS-1181 Description: BL - Annapolis

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
	C02	02010	0001	5460	0201	A0200	AY2014	JAD	3.000
	C02	02010	0001	5466	0201	A0200	AY2014	JAD	5.000
	C02	02270	0702	9588	0227	A0227	AY2014	JAD	92.000

Percent: 100.00 Amount: -40.00 Gross Extended: -40.00

Seq: 2 Line: Net Extended: 40.00  
Identifier: RCS-1182 Description: BL - County

Bill Line Distribution - Revenue

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
	C02	02010	0001	5460	0201	A0200	AY2014	JAD	3.000
	C02	02010	0001	5466	0201	A0200	AY2014	JAD	2.000
	C02	02270	0702	9588	0227	A0227	AY2014	JAD	92.000



## STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).

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Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Personalize Page http

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/17/2014 Cycle ID: DAILY

\*Type: JAD Source: ONLINE \*Frequency: Once

\*Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

\*Invoice Form: NO\_PRINT From Date: To Date:

Accounting Date: 03/17/2014 Pay Terms: IMMED Pay Method: Check

Remit To: BOA Bank Account: 02

Sales: DEFAULT Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Biller: DEFAULT Billing Authority: DEFAULT

Notes Header Info 2 Address Copy Address

Summary Express Entry Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

3. Click the **Save** button.
  - a. This will check the record for any format errors related to the accounting distribution.
  - b. If an error message is received the Accounting information may be blank for one or all of your Bill Lines.
    - i. Error Message displayed may read as:

### Message

Cannot SAVE with Bill Status as RDY. Revenue assignment to GL accounts on Bill Seq 1 not complete. (12500,321)

Before a bill's status can be changed to RDY, all bill lines must be assigned to revenue accounts for GL distribution. This requires the following: (1) the sum of the distribution amounts must equal the gross extended amount, and (2) if total percentage is tracked, it should be 100%, and (3) the percentage and amount on a distribution line must not be equal to 0. The system encountered a bill line that did not meet this criteria.

OK

- c. Return to the *Line – Info 1* page to review the Bill Lines and revisit the [Accounting](#) link to modify any incorrect/incomplete information.



### STEP 3: Run the Single Action Invoice Process

For each of the different Adjustment Bill Types used (i.e., JAD, JBC, JCC, JCU, JPP), the Single Action Invoice process will need to be run. This example demonstrates a JBC (Bad Check) Adjustment.

**NAVIGATION:** Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The *Single Action Invoice* page will display.
  - a. Select a Run Control – If this is the first time creating a Post FAR adjustment invoice, the recommendation is to create a New Run Control ID, and name it “Adjustment”. You can then use this Run Control each time you process an adjustment, by searching for it under the “Find an Existing Value” tab.


#### Single Action Invoice

Find an Existing Value

Add a New Value

Run Control ID:


Add

- 2 The *Single Action Invoice* Run Control page will display.
  - b. Complete the following run control settings:
    - ii. **Invoice Date Option:** enter “Processing Date”.
    - iii. **Posting Action:** enter “Batch Standard”.
    - iv. **Range Selection:** enter “Bill Type”.
    - v. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
    - vi. **Bill Type:** Enter the adjustment bill type used. The example below is a “JAD”.
    - vii. Click the **Save** button.
  - c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.
    - viii. View the number of bills in the Selection Parameters blue bar to ensure all your bills are included.
    - ix. Click the **Return** button to return to the *Single Action Invoice* run control page.  
**NOTE:** If nothing is listed or the number of bills to process does not match what is expected then there is a problem. **STOP and call the helpdesk for assistance.**
  - d. Click the **Run** button.

[Favorites](#) | [Main Menu](#) > [Billing](#) > [Generate Invoices](#) > [Non-Consolidated](#) > [Single Action Invoice](#)

---

[Single Action Invoice](#) | [Print Options](#)

Run Control ADJUSTMENT\_OTHER | [Report Manager](#) | [Process Monitor](#) | **Run** 

ID: | Language: English | ☒ Specified ☐ Recipient's

**Selection Parameters** Find | View All | First 1 of 1 | Last

Seq Nbr: 1

**Invoice Date Option**



- ☒ Processing Date
- ☐ User Defined




**Posting Action**

- ☐ Do Not Post
- ☒ Batch Standard

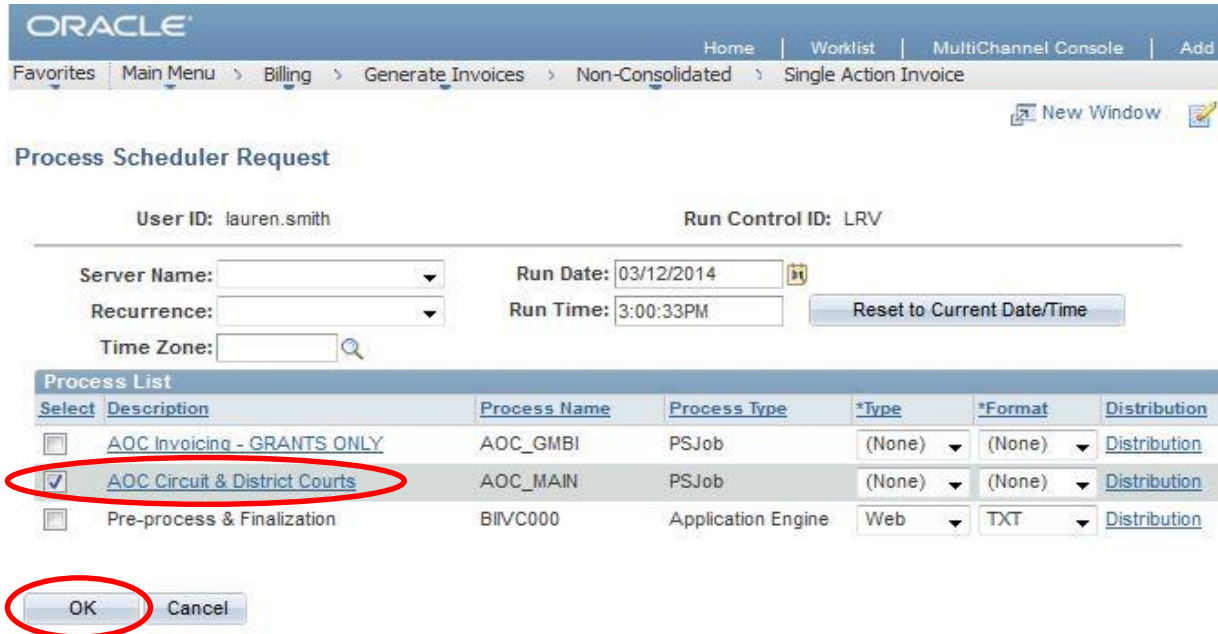
**Range Selection**

- ☐ All
- ☐ Invoice ID
- ☐ Bill Cycle
- ☐ Cust ID
- ☐ Date Bill Added
- ☒ Bill Type
- ☐ Range ID
- ☐ Bill Source
- ☐ Public Voucher Number

Business Unit: JUD12   
 Bill Type: JAD 

**Save**  |  Add |  Update/Display

3. The [Process Scheduler Request](#) page will display
  - a. Select the checkbox for the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
  - b. Click the **OK** button.



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Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window

**Process Scheduler Request**

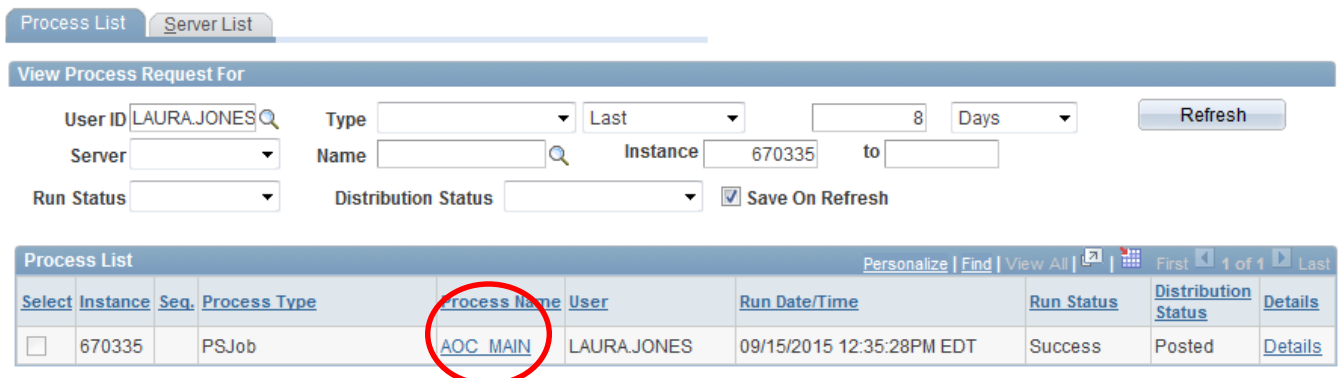
User ID: lauren.smith Run Control ID: LRV

Server Name: Run Date: 03/12/2014  
 Recurrence: Run Time: 3:00:33PM  
 Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

OK Cancel

4. The [Single Action Invoice](#) Run Control page will display.
  - a. A Process Instance number will display indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see that the [AOC MAIN](#) process is running.
  - b. Click the [AOC MAIN](#) process name link to see its sub-processes.



Process List | Server List

View Process Request For

User ID: LAURA.JONES Type: Last: 8 Days Refresh  
 Server: Name: Instance: 670335 to:  
 Run Status: Distribution Status: Save On Refresh

Select	Instance	Seg	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	670335		PSJob	AOC MAIN	LAURA.JONES	09/15/2015 12:35:28PM EDT	Success	Posted	Details





- c. Periodically click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

**NOTE:** This is a multi-part process and may take a few minutes to run.

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Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Process Detail

Process Name: AOC\_MAIN

Main Job Instance: 195445

Left | Right

195445 - AOC MAIN Success

195446 - BIIVC000 Success

195447 - BI IVCEXT Success

195448 - BICURCNV Success

195449 - AOC BIPRELD Success

195450 - BILDGL01 Success

195451 - BILDAR01 Success

Return

- i. Click both the **BIIVC000** and **BILDAR01** sub-process.
1. Click the [Message Log](#) in the **BIIVC000** process to confirm completion and to make sure that the correct number of bills were processed.
  2. Click the [View Log/Trace](#) link and open the PDF file in the **BILDAR01** process to confirm “0” bills were sent to AR.

**End of Process to Move Revenue from one Charge Code to Another.**

**End of Document**